

# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	06	April	2020		05	April	2021

## Section A Reference and administration details

**Charity name** Fittleworth Village Hall CIO

**Other names charity is known by**

**Registered charity number (if any)** 1175290

**Charity's principal address** Fittleworth Village Hall

Rascalls Cottage

Fittleworth

Pulborough

West Sussex

**Postcode**

**RH20 1JG**

### Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
Jamie Dunstan	Treasurer		Elected by inhabitants of over 18 of the Parish of Fittleworth at the 2019 AGM
Isabel Braham	Bookings Secretary		Elected by inhabitants of over 18 of the Parish of Fittleworth at the 2019 AGM
Helen Cowper	Secretary and acting Chair.		Elected by inhabitants of over 18 of the Parish of Fittleworth at the 2019 AGM
Sally Tanner			Elected by inhabitants of over 18 of the Parish of Fittleworth at the 2019 AGM
Linda Ball			Fittleworth Church of England Village School
Sharon Julia Francois			Alcoholics Anonymous
Pauline Gilpin		Retired 4/6/2021	Fittleworth Village Hall Short Mat Bowls Club
Grace Hawkins			Over 60s Club
Wade Houlden			Fittleworth & District Horticultural Society

Christine Parker			The Arts Society – South Downs and The Arts Society West Sussex
Adrian Webb			Fittleworth & District Association
Christopher Welfare			Fittleworth Parish Council

**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

None
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## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	CIO
Trustee selection methods (eg. appointed by, elected by)	<p>The appointment of trustees, who constitute the Management Committee of the Charity, is governed by the terms of the Constitution.</p> <p>The Constitution provides for:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Up to five trustees to be elected by inhabitants of over 18 of the Parish of Fittleworth at the annual general meeting of the Charity;</li> <li><input type="checkbox"/> Up to eight representative members appointed by user organisations;</li> <li><input type="checkbox"/> the co-option by the Management Committee of up to three members</li> </ul> <p>in each case to serve from the conclusion of the annual general meeting at which they are appointed (or the date of their appointment if later) to the conclusion of the next annual general meeting.</p>

**Additional governance issues (Optional information)**

You <b>may choose</b> to include	The Village Hall is a community asset. Trustees are drawn from
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additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

the community and their induction and training is both informal through contact with existing trustees and information provided more formally at meetings of the Management Committee.

The Hall is situated adjacent to the Village School, the Playgroup and Baby Room, the village's recreation ground, the Sports and Social Club Pavilion and Fittleworth Stores, a community-owned and run shop, café and post office. Members of the Management Committee regularly liaise with those running these other organisations to ensure a joined-up approach to matters of common interest.

The Trustees consider major risks at meetings of the Management Committee. These principally relate to the proper protection of the Hall, its users and employees, which is achieved through ensuring the Charity has appropriate and adequate insurance covering the Hall premises and contents, public liability and employee liability, and clear guidance to users of the Hall. The insurance cover also provides legal liability cover for the Trustees.

## Section C

## Objectives and activities

### **Summary of the objects of the charity set out in its governing document**

The objects of the Charity as set out in the Constitution are to establish and run a village hall and to promote for the benefit of the inhabitants of the Parish of Fittleworth ("area of benefit") without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the conditions of life of the said inhabitants.

### **Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

During 2020-21 use of the Village Hall has been restricted due to the COVID 19 pandemic. The trustees have followed Government guidance throughout and have been able to make the Hall available when allowed e.g. as a pick up point for "click and collect" orders from the Community Shop, for permitted support groups (AA) and for recreational activities for children attending the adjacent primary school.

Prior to the emergence of COVID-19, the Village Hall was available throughout the year for bookings 7 days a week from 8am to midnight. It offers a Main Hall and two committee rooms, which can be booked individually or in combination and with or without the benefit of the Hall's kitchen facilities, screen and sound system.

During the year the Main Hall was previously in use for over 20% of the available booking hours. The Hall is especially busy in the winter months.

Regular activities on offer to the community included a lunch club for the Over 60's, a drop in craft session for children, a variety of fitness classes, table tennis, a choir, indoor bowls and two Horticultural shows. The Hall hosted fine art lectures twice a month and a number of large WI events. The Village School and the Playgroup benefitted from access to the Hall for indoor sport

in bad weather and, as in previous years, used the stage for annual school plays. The local scouts and guides used the Hall on several occasions when their events were too large for their own “hut”.

A weekly Alcoholics Anonymous group used the main committee room, which was also used for meetings by the Parish Council, the local running club and those who organise the Community Mini Bus.

The Hall is also available for hire for private functions and a number of such events were held during the year, the most frequent being children’s birthday parties. There were also various other social functions and several fund raising events for charities other than the Hall itself.

The Trustees have regard to the Charity Commission guidance on public benefit. They consider the Charity’s objectives to be consistent with Charity Commission guidance on providing for the public benefit as reflected in the activities which the provision of the Hall has facilitated to the benefit of the local community.

### **Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- ☐ policy on grantmaking;
- ☐ policy programme related investment;
- ☐ contribution made by volunteers.

The Charity has one part-time employee who is responsible for keeping the interior and carpark areas of the Village Hall clean and tidy on a day-to-day basis, for acting as the contact person for users of the Hall in the event of an emergency and for carrying out certain other duties to ensure the safety and security of the Hall, all as agreed with the Management Committee.

Management costs are otherwise kept to a minimum through contributions by volunteers. These include contributions to maintenance of the Hall by local inhabitants for which the Trustees are very grateful. They also include substantial contributions by the Trustees themselves, all of whom gave their time voluntarily and received no remuneration or other benefits. In addition to time spent attending meetings of the Management Committee and a number of sub-committees and carrying out their governance responsibilities, a number of Trustees spent considerable time on bookings management, employment-related administration, organisation of insurance and review and oversight of health and safety policies and procedures.

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

The Trustees have taken advantage of the enforced period of closure to maintain and update the Hall. A new fire alarm has been installed, curtains replaced and the floor re-surfaced.

A review of storage during lockdown led to a thorough clear out and creation of better more organised space.

The Trustees manage the Hall by way of sub-committees and the delegation of certain responsibilities to individual Trustees. This has worked extremely well in the periods of limited social interaction. The trustees have also held meetings via online portals.

Online booking and banking and the sharing of responsibilities for the latter amongst trustees has meant that income and outgoings are have remained transparent despite the lack of physical meetings.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The Charity aims to set charges for hiring out the Hall so as to make a small profit each year after meeting ongoing running costs so as to build up reserves for ongoing capital maintenance and unforeseen expenditure. In addition, the Charity raises funds through its 100 Club principally for future necessary repairs or improvement projects.

The Management Committee is mindful that it needs to retain adequate reserves to ensure that the Charity has sufficient funds for future repairs, for example, to repair the flat roof area of the Hall when that becomes necessary.

At the year end the Charity had total reserves of some £XXXXXX

### Details of any funds materially in deficit

None

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- ☐ the charity's principal sources of funds (including any fundraising);
- ☐ how expenditure has supported the key objectives of the charity;
- ☐ investment policy and objectives including any ethical investment policy adopted.

The Charity's principal sources of funds are from hire charges and 100 Club contributions. Whilst the latter has been minimal in the last financial year, the 100 Club has continued to support us. The CIO received a COVID related grant from CDC (£10,000).

Expenditure has been on running and maintenance costs for the Hall, which is fundamental to the objects of the Charity.

Funds that are not needed to meet day-to-day expenditure are currently kept on deposit with CAF Bank Limited.

<b>Section F</b>	<b>Other optional information</b>
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<b>Section G</b>	<b>Declaration</b>
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The trustees declare that they have approved the trustees’ report above.

Signed on behalf of the charity’s trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>		
<b>Position (eg Secretary, Chair, etc)</b>		
<b>Date</b>		

## Fittleworth Village Hall Accounts 2020 - 2021

Accounts Summary	
Income	
100 Club	4603.8
Sales Ledger	2792.65
ICS	£1,264.50
Grants / Loans	£10,000.00
Key Deposit	£20.00
Misc	£92.62
Total Income	18773.57
Expenses	
100 Club	£2,220.16
Payroll	£3,180.00
Repairs & Maintenance	£1,888.88
Rent/Utilities/Insurance/Tax	£6,407.29
Cleaning & Equipment	£265.04
Project Work	£19,185.40
Deposits	£25.00
Subscriptions	£144.00
Account Fee	£69.00
Sundries	£0.00
Total Expenditure	£33,384.77
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Net Toal Profit/Loss	£14,611.20
Bank Account Opening Balance	53609.29
Bank Account Closing Balance	38999.09
Difference (Inc Rounding)	14611.2